<u>To avoid leave discrepancies submit Time Reports to the Human Resources Branch by the 3<u>rd</u> working day of each month</u>

<u>All Employees</u> - Complete all heading information:

- <u>Name</u> - Last, First, and Middle Initial
- <u>Position Number</u> (example 673-800-5157-002)
- *<u>Work Schedule</u> – enter your current schedule (example 5-8-40, 9-8-80 1st Mon, 4-10-40 Fri, etc.).*
- *<u>Deficit</u> – employee's on an Alternate Work Week (AWW) Schedule only – In months where an employee works below the required number of hours in a pay period based on their schedule, a deficit of hours occurs refer to the annual calendar and enter the number of hour(s) short for the pay period. Deficits will automatically be deducted from Excess Hours. If excess hours are not available, deficits will be deducted from the following balances: CTO, Annual Leave, Vacation, and Personal/Voluntary Leave.*
- *<u>Excess Hours Earned</u> - employee's on an AWW Schedule only - In months where employee works over the required hours, excess hours earned occurs. Enter the number of hour(s) as shown on the annual calendar.*
- <u>T/B</u> - Time Base – (example FT, 4/5, 3/5, INT, etc.)
- <u>BU#</u> - Bargaining Unit (example 1, 2, 9, etc.)
- <u>WWG</u> Work Week Group - 2 or E
- <u>Month</u> and <u>Year</u> – enter current month and year (example: June 2008)

<u>Permanent Intermittent & Retired Annuitants Employees Only</u> – employees whose warrants are written AFTER the close of the pay period. Enter actual hours worked.

<u>Overtime Only</u> – enter hour(s) worked in excess of 40 in a work week. For employee's on a 9/8/80 schedule, when determining overtime, the work week begins four hours into an 8-hour day, and ends four hours into the following 8-hour day. *Work Week Group E employees are not eligible for overtime compensation.*

<u>Climbing Pay</u> – if applicable, enter hours on appropriate day(s)

<u>Unpaid Leave – Dock</u> – enter hour(s) of dock on appropriate day(s). *NOTE: If pay was received for which hours are being reported, an accounts receivable will automatically be established to recover the over payment.*

<u>Accrued/Earned and Usage Only Benefits</u> - enter hour(s) used or earned on appropriate day(s). Work Week Group "E" Employees – Do not enter any hours less than a full day of absence proportionate to your time base (ex: half time, enter 4).

Sign, date, and submit to your supervisor at the end of each pay period. Note – If paid overtime exceeds ten hours and does not have the division chief/designee signature, it will be returned for approval.

Contact your divisions Personnel Specialist (Human Resources Branch, Transactions Section) for additional information or questions.